Basic AutoChoice Information

What is AutoChoice?

AutoChoice is an on-line ordering module that allows General Services Administration (GSA) customers to choose vehicle models and compare contract prices for light vehicles and buses. This system allows you to view base prices as well as prices for equipment options. AutoChoice will calculate the prices for the selected vehicles and give you a price summary, including the GSA 1 percent surcharge. Miles per gallon fuel ratings are also displayed for those vehicles with Environmental Protection Agency miles per gallon ratings. You can now select the best value to meet your office's mission and send your order directly to the Automotive Division using AutoChoice.

Who is eligible to use AutoChoice?

Ordering through AutoChoice is limited to Federal Government Executive agencies and other "eligible users," including law enforcement agencies participating in the 1122 Drug Interdiction Program. Go to http://www.fss.gsa.gov/schedules/adm4800_2.cfm#gsaorder for a list of agencies and organizations eligible to use GSA as a source of supply.

How do I access AutoChoice?

AutoChoice can be accessed at the following website: http://www.fss.gsa.gov/vehicles/roads/roads.cfm. From the AutoChoice home page, you can access available information by clicking on one of the buttons marked "Compare, Choose, and Order Vehicles" or "Check Status of an Ordered Vehicle." Please also see the paragraph on user authorization levels.

How do I register to use AutoChoice?

The first time you access AutoChoice you will need to register as a new user. When prompted to type a User Name and Password, click on the link to "Register" in AutoChoice. Fill out the form (blocks marked with an (*) are required) and click on the "Add" button. Passwords must be eight digits and alpha-numeric.

The system will allow you to register more than once if you forget your log-in ID or password. However, only one log-in ID per individual will be given permission to order vehicles.

What is my Agency/Bureau Code?

The Agency Code is 14, and the Bureau Code is 11. Please use these codes when you are registering for the first time.

Why am I having problems accessing AutoChoice?

If you are having problems accessing AutoChoice, it could be due to a temporary connection or server problem. If you try again on a later date and still have problems, it is probably due to one of the following reasons:

1. Your Internet Browser has Cookies disabled. To enable this feature:

    - Internet Explorer users: From the Tools menu, click on Internet Options. Click on the tab labeled Security. Click on the "Custom Level" button. Scroll down to "Cookies" and click on Enable.
    - Netscape users: From the Edit menu, click on Preferences. Under categories, click on Advanced. Click on "Accept Cookies."

2. You or someone using your account has changed your password.
3. You are registered under the wrong Agency/Bureau.
4. You are registered in AutoChoice multiple times.
5. The Supervisor for your Bureau has limited your rights in AutoChoice (see user authorization levels).

If you still have problems accessing AutoChoice after checking the above, contact Gina Jordan at 703-308-4173.

What user authorization levels are provided by AutoChoice?

AutoChoice is set up with authorization levels to allow organizations to establish user "rights" to the various program modules. When you register in AutoChoice, your default authorization is at the Field Office level. To obtain a higher authorization level, please contact the Bureau of Land Management (BLM) National Business Center (NBC) Property Operations Branch, BC-653. By sending an order through AutoChoice, it is certifying that sufficient funds are available and obligated.

For centralized Agencies, like the BLM, all orders for a Bureau are sent to the General Services Administration (GSA) through one office.

User Authorization Levels	Check Status of Ordered Vehicle	View and Compare Prices	Add Orders to Garage	View/Edit Orders in User's Garage	View, Edit, and Approve Orders for All Users Within the Bureau	Send Orders to GSA (All Bureau Orders)	Administer Users and Authorization Levels (For the Entire Bureau)
Individual	X	X					
Field Office	X	X	X	X			
State Office	X	X	X	X	X		
BLM Fleet	X	X	X	X	X	X	X

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Manager							

If you have additional questions about user authorization levels, please send your questions to autochoice.comments@gsa.gov.

How do I use AutoChoice to view and compare vehicle pricing?

From the AutoChoice home page, click on the "Compare, Choose and Order Vehicles" button. After logging in, follow these steps:

1. Select the type of vehicle you wish to view pricing for (example: sedan, pickup, van).
2. Select the specific vehicle you wish to view (example: compact, mid-size).
3. The next page will show you the standard equipment and options available for the selected vehicle. Click on the Option boxes to configure your vehicle and then click on the "Compare Prices" button at the bottom of the page.
4. You will then see a side-by-side comparison of the models available under contract, including a breakdown of option prices and availability.
5. You must review the "OEM Requirements" at the top of the screen to check to see exactly what will be supplied with various options. Requirements differ from manufacturer to manufacturer.

What is the "Garage?"

The "Garage" is a holding area for configured vehicle orders.

Field Office Level users will be able to see only the orders that they placed into the Garage.

State Office Level users and Supervisors will be able to see all the orders placed into the Garage for the offices in their hierarchy.

From the Garage, you can Edit, Delete, View, Copy, and Finalize orders.

How do I place a vehicle in my Garage?

(Users with Field Office authority and higher) Follow the instructions for viewing and comparing prices. Once you have made a decision as to what vehicle you want to order, follow these steps:

1. Click on the "Add to Garage" button below the cost figure.
2. On the next screen, enter the quantity of vehicles and then select the colors and quantity of each color available from the chosen manufacturer. For BLM, there can only be one vehicle per order. (The color quantities must add up to the total quantity of vehicles.) Click on the "Continue" button.
3. You will see a summary of your vehicle configuration and the total dollar value of the order. Click on "Proceed to Order" button.

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4. Fill out your ordering information on the Requisition Detail Screen. This form requires the same information that you provide on GSA Form 1781 or other electronic format. The order number is assigned by the BLM NBC. The first six characters of the requisition number are 1482Y4. The middle four numbers are a system-assigned Julian date. The last four numbers of the requisition are the last four numbers of the Agency order number.

The Agency order numbers are listed by office and license number on the FY 2005 replacement list on the BLM Property Management website. For orders for vehicles not on this list, contact Tom Jatko, BLM Fleet Manager, at (303) 236-9456.

- Enter "L" for the signal code.
- Enter "Do" for the fund code.
- For Additional Requirements: Enter options, colors, or delivery instructions that are not listed in the vehicle option codes.
- For message Line 2, enter the license number of the vehicle being replaced. If it is a GSA vehicle, enter "NP," followed by the GSA License Number. When a purchase requisition form 1510-8 or Interior Department Electronic Acquisition System requisition is initiated to furnish benefiting activity funds for the new purchase of a vehicle, enter the requisition number.
- This process is not used to acquire vehicles leased from GSA. You must contact GSA to acquire these vehicles.
- Contact Person: Enter the name of the local Fleet Manager who should be called when the vehicle is being delivered.
- Phone number: Enter the 10-digit number of the contact person in the format 123-456-7890.
- Requisitioning Address: Enter the following information under the correct field.

   Agency Name: Bureau of Land Management
   Address: National Business Center, Building 50, Denver Federal Center, P.O. Box 25047, Denver, CO
   (Keep hitting the first letter of the State until the one you want appears)
   Zip Code: 80225-0047.
   E-mail address is judy_reck@blm.gov, and the fax number is (303) 236-9473.

In the **Mailing Address** section, enter the following information:

- Agency Name: Bureau of Land Management
- Address: Enter the name of your office, e.g., Nevada State Office or Milwaukee Field Office. This is the name of the office that the vehicle will be assigned to for the property records. Then enter the address, city, State, and zip code (five digits are mandatory).

Delivery address: The GSA may add a button to indicate that the delivery address is the same as the mailing address, if the mailing address is the same as the delivery address. If this button is not available, then complete this section similar to the

mailing address section. Enter e-mail address information, which must be the Field Office contact because GSA will send the Motor Vehicle Deliver Order to this address. Enter the fax number for the Field Office contact.

Dealership: Since a manufacturer has been chosen in the requisitioning process, you may select a dealership for that manufacturer. If no dealership is available, you may want to choose option code CNS, for Consignee Delivery, where the vehicle will be delivered directly to the delivery address.

IMPORTANT

Once you have finalized an order at the Field Office, before you click the button "Add to Garage," you must print the order using the browser function. On the first page of the requisition, an approval block must be added with the signature of the Field Office Manager or the person delegated to approve orders. This dated signature block may be stamped or over-printed and signed by the approving official. Once the complete requisition has been printed, you may click the "Add to Garage" button. Once the "Add to Garage," button is pressed, you will not be able to print the complete requisition.

How do I view, modify, or approve an order?

After logging in to AutoChoice, click on the "Garage" button.

Field Office Level users will be able to see only the orders that they placed into the Garage.

State Office Level users and Supervisors will be able to see all the orders placed into the Garage for their hierarchy level.

Orders can be sorted by the various fields by clicking on the column headings. Find the order you are interested in and click on one of the following actions: Edit, Delete, View, Copy, or Remarks.

Editing an Order: After clicking the Edit button, choose whether you want to 1: Change your color, quantity, or options or 2: Change address or other requisition information. Make all necessary revisions and save your changes. Once you have made all changes, click on 3: Return to Garage.

Deleting an Order: After clicking the Delete button, you will see a summary of the order that you want to delete. Either click on the "proceed to delete" button to delete the order or click on "cancel" to return to the garage. If you have to delete an order, you will have to wait until the next day to use the order number again.

Viewing an Order: After clicking on the View button, you will see a summary of the order, including any remarks added or modifications made.

Copying an Order: After clicking on the Copy button, you will see a summary of the order that

you wish to copy. At the bottom of the page, type in a new Requisition number for your new order (some information will be pre-filled, but you can overtype it if necessary) and click the "Copy" button. You will then be taken to the Edit Requisition screen so that you can make any necessary changes to the copied order (follow the instructions for Editing an Order).

Adding Remarks to an Order: After clicking on the Remarks button, you will see a summary of your order. Scroll down to the bottom of the page, type in your remarks in the block provided and then click Save. The Remarks section is very useful in conveying information about an order to users at other levels.

Once you have finalized an order, fax a copy of the signed requisition to the NBC, attention: BC-653.

All spaces not referred to in these instructions will default to correct codes and should not be filled in. For some entries, the system will auto tab to the next block. Otherwise, you may tab between blocks.

How do I check the status of an ordered vehicle?

You can check the status of an ordered vehicle even if you did use AutoChoice to place your order. From the AutoChoice home page, click on the "Check Status of an Ordered Vehicle" button and then log in with your User name and password. On the next screen, you can search for your order in one of the following ways:

1. By Case Number (RPN number). Enter only the last five digits. For example, if your case number is RPN-N-A1234, you need only type in A1234.
2. By Requisition Number (14-digit code). For the format, see No. 4 under "How do I place a vehicle in my Garage?"
3. By your Agency Order Number (enter spaces and dashes as on the original order).

Why do I get an error when I try to check the status of a vehicle?

You can check the status of a vehicle only for your own Agency/Bureau. Therefore, it is very important that when you register in AutoChoice, you register using your correct Agency Code and Bureau Code. Likewise, it is also very important that your orders are submitted with your correct Agency Code and Bureau Code. If the two do not match, you will be unable to see your order status.

How do I access the current edition of the Federal Vehicle Standards?

A link to the current version of Federal Vehicle Standard 122 (Sedans) and 307 (Light Trucks) (http://www.fss.gsa.gov/pub/vehicle-standards.cfm) is located at the bottom of every page within AutoChoice.

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